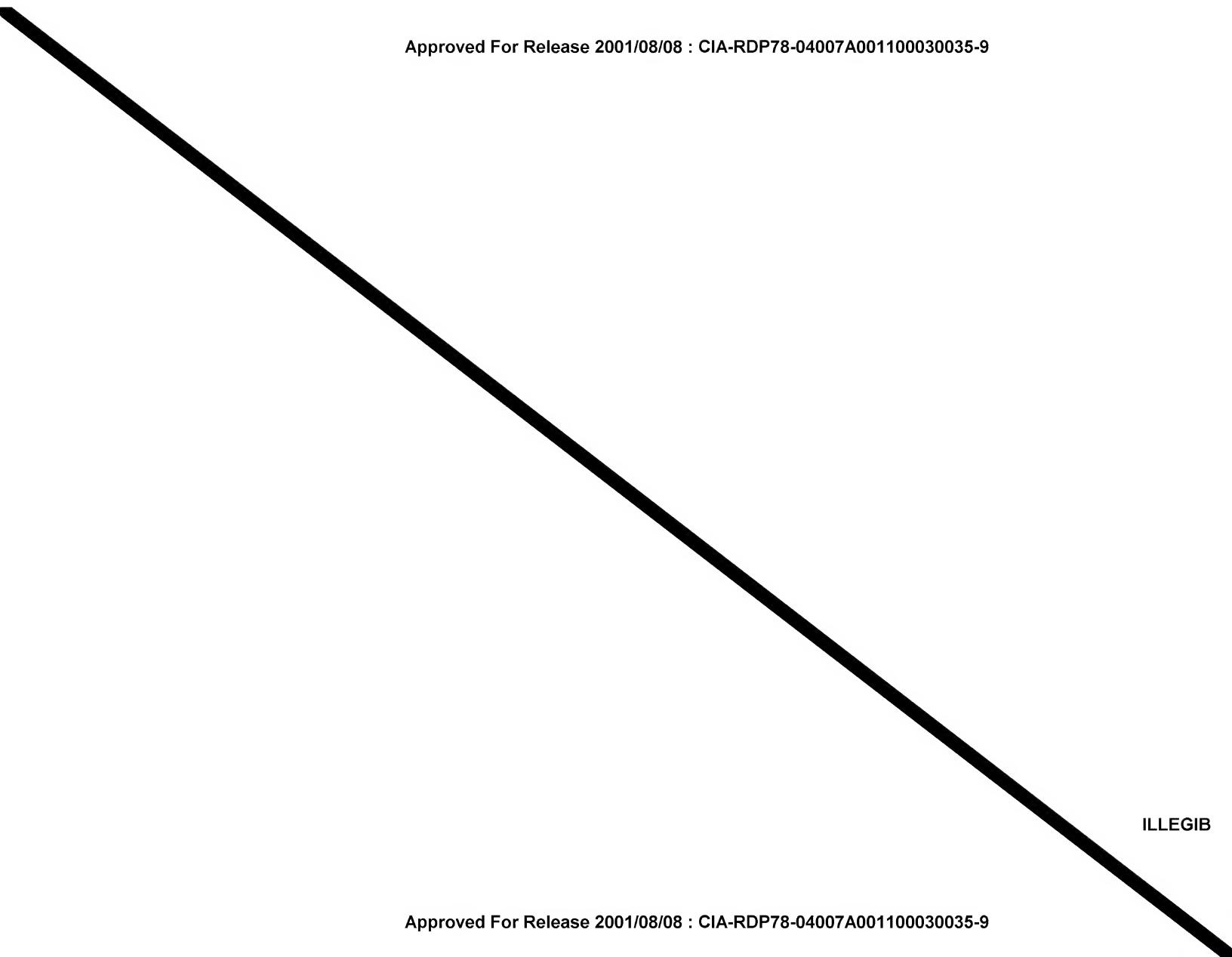


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ASSIGNMENTS
NEW BUILDING TOPICS

NOTE: Where more than one Branch or Staff is named, the one having primary responsibility will be named first.

Sec. Branch	1. Buildings and offices retained in downtown Washington.	NSO coverage.
Hldg. Sec. Branch	2. Buildings and offices retained in downtown Washington.	Safe, repairs and combustible changes.
Hldg. Sec. Branch	3. Buildings and offices retained in downtown Washington.	Identification system.
Hldg. Sec. Branch	4. Buildings and offices retained in downtown Washington.	Visitor control.
Hldg. Sec. Branch	5. Buildings and offices retained in downtown Washington.	Classified trash.
Technical Branch	6. Alarms; Procedure for activating, etc.	
Survey Branch	7. Use of internal telephone system.	
Site Security Staff	8. Use of pneumatic tubes.	
Site Security Staff	9. Use of conveyor system.	



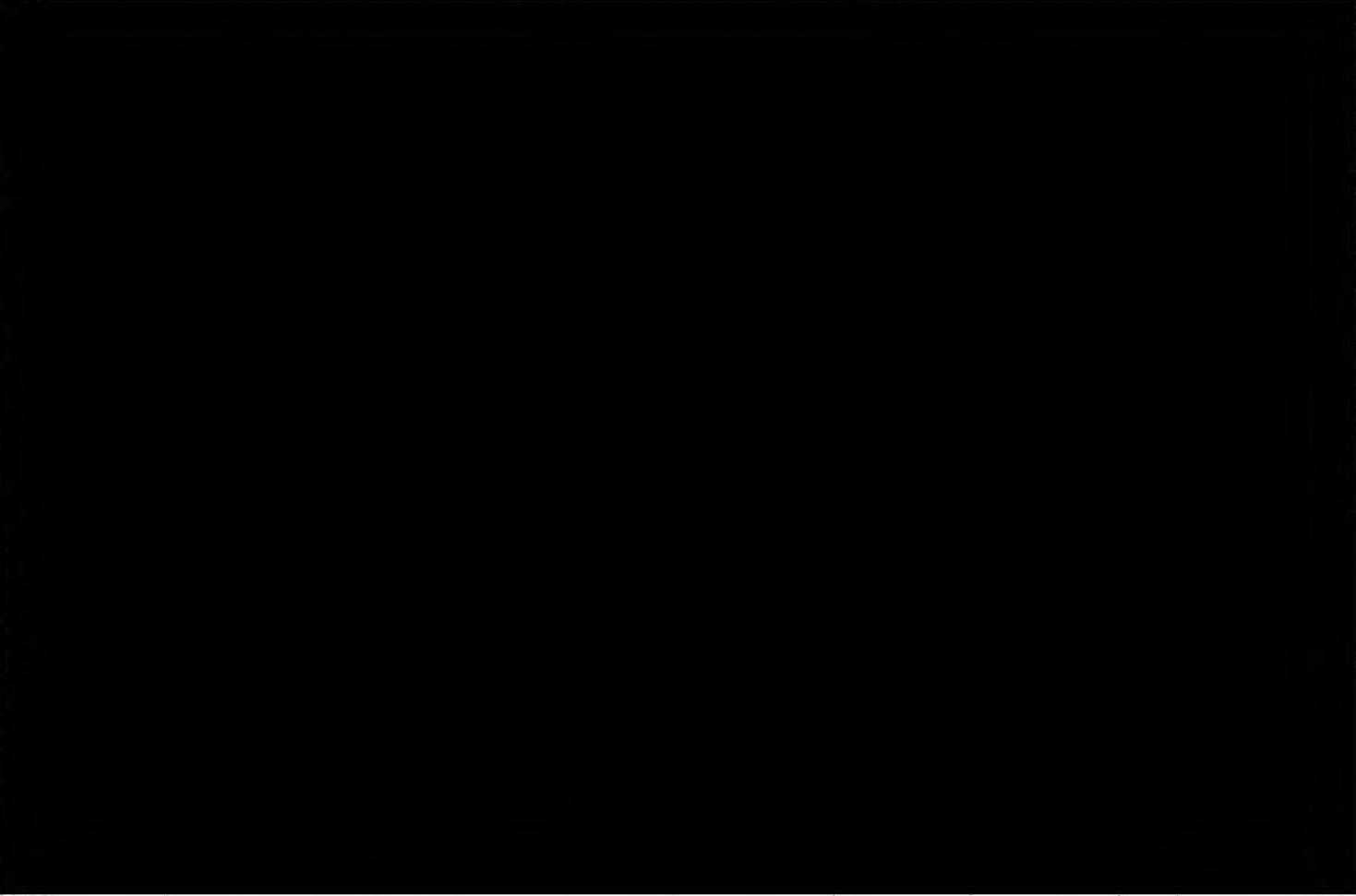
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Site Security Staff 30. Cafeteria - Employees instructions.

Site Security Staff 31. Cafeteria - Receipt of produce and supplies.

Site Security Staff 32. Virginia Electric Power Company - Admittance of employees to site.

Bldg. Sec. Branch 33. C & P Telephone employees - Admittance procedures.

Site Security Staff 34. Powerhouse - Admittance procedures.

Bldg. Sec. Branch 35. Char Force - Admittance procedures.

Bldg. Sec. Branch 36. GS4 Maintenance personnel - Admittance procedures.

Bldg. Sec. Branch 37. Snack Bars - Instructions to operators.

Bldg. Sec. Branch 38. Vending Machines - Instructions to operators.

Safety Officer 39. Procedures for fire and other emergencies.

Safety Officer 40. Arrangements for fire department coverage.

Bldg. Sec. Branch 41. Plans for protection for "Open House".

Site Security Staff

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Site Security Staff 42. Tour of site - During construction.

Survey Branch 43. Instructions to BUS COMPANIES.
Bldg. Sec. Branch

Bldg. Sec. Branch 44. Possibility of Contract Guard Force.

Tech Branch 45. Plan for technical inspection of new furniture and equipment.

Bldg. Sec. Branch 46. Rolling Grilles - Instruction for use.

Survey Branch 47. Glass door knobs - Instructions to Logistics.
Tech Branch

Bldg. Sec. Branch 48. Guards - Patrols, posts, etc., etc.

Bldg. Sec. Branch 49. Procedure for determining if autos or trucks remain undue period of time.

Bldg. Sec. Branch 50. Inspection of grilles.

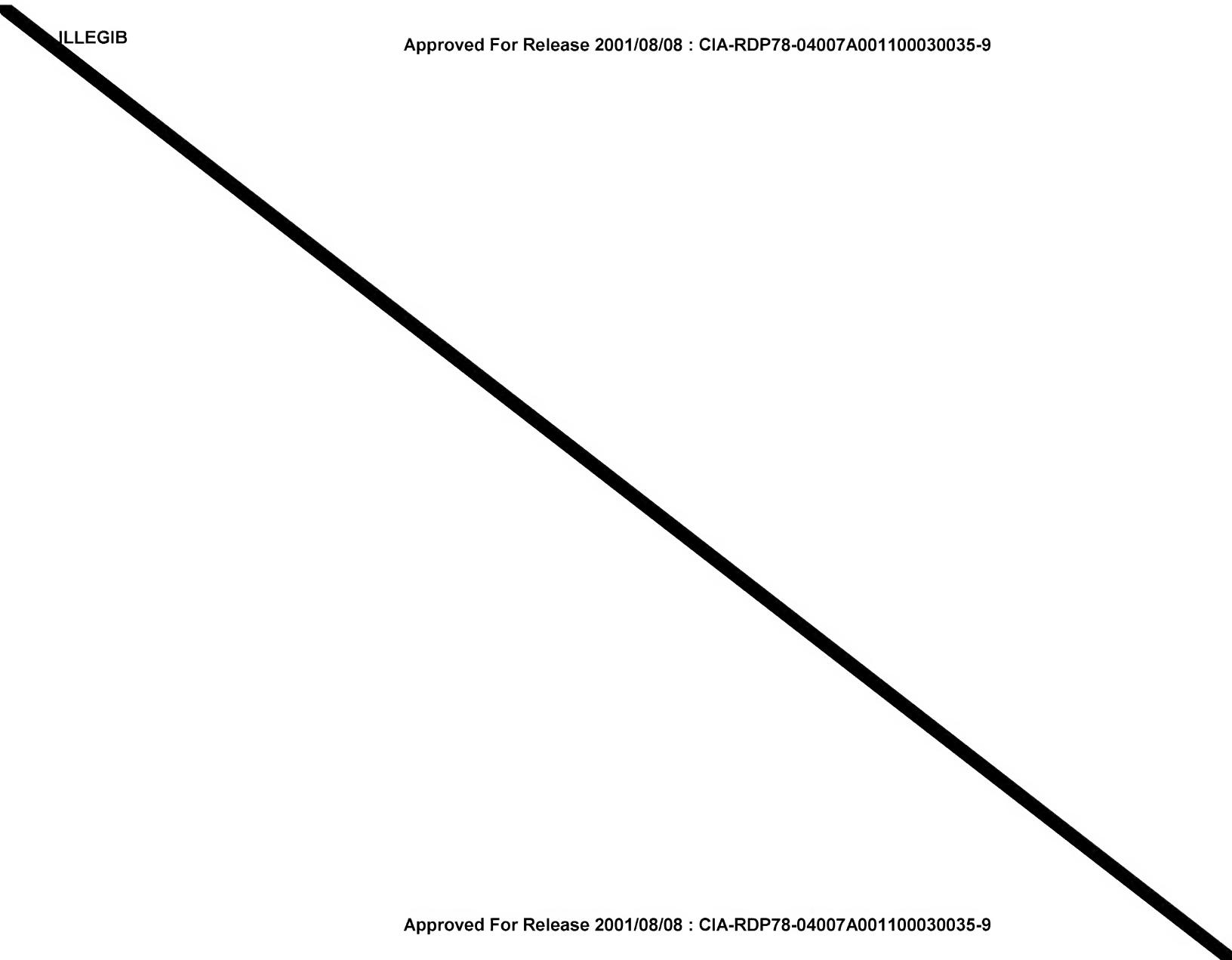
Bldg. Sec. Branch 51. Inspection of windows.

Bldg. Sec. Branch 52. Inspection of fence.

Bldg. Sec. Branch 53. Inspection of exterior lighting.

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ASSIGNMENT
NEW BUILDING TOPICS
SUPPLEMENT No. 1

Hldg. Sec. Branch 24. Add Hldg. Sec. Branch below Survey Branch. (Survey Branch has primary responsibility)

Ctry. Branch 12. Delete "and cleaning out old buildings" as will be handled as a separate assignment.

Acty. Officer
Hldg. Sec. Branch 25. Security inspection of offices vacated during move to New Building.

Tech Branch
Site Security Staff 26. Internal Telephone system—use of "Line Isolation" for emergencies.

Site Security Staff
Tech Branch 65. Plan for technical inspection of furniture and prefabricated items used in New Building.

Hldg. Sec. Branch 66. Protection of items to be used in sensitive areas during transit and while in stockpile.

Hldg. Sec. Branch 67. Training program for guards prior to occupancy of New Building.

Hldg. Sec. Branch
Survey Branch 68. Instructions for use of badges when occupying New Building (exposed, etc.).

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Bldg. Sec. Branch
Survey Branch 69. Use of "Limited", "Special Privilege", and other badges used by non-staff employees.

Bldg. Sec. Branch
Site Security Staff 70. Examination of plans and premises to insure admittance to Guarded Areas is through established posts only.

Bldg. Sec. Branch
Site Security Staff 71. Check of procedures and plans to insure that classified material is used and stored only within Guarded Area.

Bldg. Sec. Branch
Site Security Staff 72. Admittance of non-badged personnel to ECU area.

Bldg. Sec. Branch
Site Security Staff 73. Admittance of non-badged personnel to Medical area.

Bldg. Sec. Branch
Site Security Staff 74. Admittance of non-badged personnel to IRD area.

Bldg. Sec. Branch
Site Security Staff 75. Admittance of non-badged personnel to Badge and Identification area.

Bldg. Sec. Branch
Site Security Staff 76. Admittance of non-badged personnel to Col. Grogan's area.

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25 May 1954

ASSIGNMENTS
NEW BUILDING TOPICS
SUPPLEMENT No. 2

30. Add Building Security Branch

Security Staff

77. Selection of name for area (per Col. Edwards).

Site Security Staff
Bldg. Sec. Branch

78. Control of construction personnel after partial occupancy of building.

Site Security Staff

79. Determination of suitability of classified waste disposal system.

Survey Branch
Bldg. Sec. Branch

80. Coordinate with Management, Logistics, and Building Planning Staff re: requirements for safes.

Bldg. Sec. Branch
Survey Branch

81. Instruction to CIA employees re: action when following present:
GSA Maintenance personnel GSA Guard personnel
GSA Charforce personnel Visitors, etc.
C & P Telephone personnel

Survey Branch
Bldg. Sec. Branch

82. Procedure for inspection of manhole covers.

NOTE: On Supplement No. 1, line No. 24 is to be changed to No. 48.

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23 June 1978

ASSIGNMENTS
NEW BUILDING TOPICS
SUPPLEMENT No. 3

Site Security Staff 83. Taxicab stand on grounds - possible restriction to one cab
Bldg. Sec. Branch company.

Site Security Staff 84. Coordination with local police.
Bldg. Sec. Branch

Site Security Staff 85. Control of parking lots to keep visitors out of reserved
Bldg. Sec. Branch spaces.

Site Security Staff 86. Provision for temporary parking of spouses picking up their
Bldg. Sec. Branch wife or husband at 5 P.M.

Site Security Staff 87. Protection of water supply. (Is it a separate source from
Bldg. Sec. Branch McLean? If so, could it be tampered with?)

Bldg. Sec. Branch 88. Press coverage at time of opening - pictures? (Interior and
Site Security Staff exterior)

Bldg. Sec. Branch 89. Instructions to employees re lunch at neighborhood restaurants
Surrey Branch which will probably be opened and which will probably be filled
with CIA'ers at each noontime.

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17 July 1978

ASSIGNMENTS
NEW BUILDING TOPICS
SUPPLEMENT NO. 4

Bldg. Sec. Branch
Tech Branch

90. Intercommunication facility between guard posts and NSO Office.

Bldg. Sec. Branch
Survey Branch

91. Number of receptionists required and locations of receptionist posts.

Bldg. Sec. Branch
Site Security Staff

92. Special security protection for conveyor belt system.

Bldg. Sec. Branch
Site Security Staff

93. Special security protection for pneumatic tube system.

Survey Branch
Site Security Staff

94. Routes to be followed by moving convoys (Obtain special permission for trucks to pass over roads leading through park areas.)

Bldg. Sec. Branch
Site Security Staff

95. Need for assistance by personnel outside the Office of Security. (During move and possibly when building first occupied.)

Survey Branch
Site Security Staff

96. Instructions for non-security personnel to be utilized for surveillance of classified material from rooms in old location to moving van and from moving van at new site to new office locations.

Survey Branch

97. Arrangements for police escort by various jurisdictions through

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Safety Officer

98. Safety aspects of openings into classified waste chutes.

Safety Officer

Site Security Staff

99. Contamination of air supply.

Safety Officer

Site Security Staff

100. Evacuation, emergency.

Eldg. Sec. Branch

Site Security Staff

101. Posting of signs.

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4 December 1959

ASSIGNMENTS
NEW BUILDING TOPICS
SUPPLEMENT NO. 5

Bldg. Sec. Branch

102. Office of Contact regarding security matters

Survey Branch
Site Security Staff

103. Method for marking and securing safes and classified material prior to move to New Building

Survey Branch
Site Security Staff

104. Assistance by CS personnel in move to New Building

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